

**Solicitation Number: 06-0002-02**  
**Support Services for the Office of Naval Research Comptroller (ONR 08)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0002 (Business and Financial Support Services) are due by 2:00 PM EDT, Tuesday, 2 MAY 2006.

**1.0     BACKGROUND**

The Office of Naval Research Comptroller's Office (ONR 08) is comprised of the following three divisions: The Responsible Office/RDT&E Financial Management Division (ONR 81), Budget Submitting Office/ONR Financial Management Division (ONR 82) and an Accounting Division (ONR 83).

ONR 81 has broad responsibilities for budget execution, reporting, and analysis for the DON Research, Development, Test and Evaluation (RDT&E) appropriation. ONR 82 is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of the Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by ONR as Budget Submitting Office (BSO 14). ONR 83 supports both ONR 81 and 82. The Comptroller staff interacts directly with individuals at all levels in DON and other Department of Defense (DoD) and non-DoD organizations.

This is a continuing requirement. The incumbent is Management Support Technology, Inc. under contract N00014-01-C-0308.

**2.0     STATEMENT OF WORK**

**2.1     Objective**

ONR 08 requires a variety of support services for the execution of programs and the seamless operation of the Department.

**2.2     Scope**

The scope of this effort is to provide a variety of support to ONR 08. The Department consists of ONR employees as well as other detailed government employees and on-site contractor support.

**2.3     Technical Tasks/Requirements for Financial Technician**

The work required includes, but is not limited to the following tasks:

- Prepare entries and input, track and monitor data for inclusion in various information systems. Execute database inputs for both commercial and agency-specific systems as required. Prepare and distribute routine reports. Post obligations into official DON and ONR systems within two days of receipt, ensuring that all obligations received during the month are posted by the second day of the following month before the Standard Accounting and Reporting System (STARS) closes. Process standard queries in the ONR Naval Relational Information System (NAVRIS) and generate standard weekly workload reports.
- Assist staff with follow-up phone calls/emails on outstanding documents/actions. Monitor outstanding commitments, contact document point of contact (POCs), track progress, and prepare weekly status reports. Monitor funding document acceptances to ensure receipt within ten days of issuance, contact document POCs, track progress,

and prepare weekly status reports. Perform STARS queries to confirm funds on each funding document acceptance are obligated in STARS.

- Use a variety of software programs including word processing, database, graphics, website, spreadsheet, and project management applications, as well as other custom applications to perform agency-specific administrative tasks. Prepare weekly execution report by Program Element (PE)/Project using ONR 08's execution website. Manage the allocation request intake process, maintain logs containing same day receipt of requests, monitor to ensure allocation actions are completed within three days, and prepare weekly status and metrics reports.
- Maintain hard copy and electronic filing and record keeping systems to facilitate retrieval and historical record maintenance as required by the client or other pertinent entities. Maintain logs in various databases, prepare and print reports. Archive electronic and paper documents within two days of receipt. Retrieve archived document within sixty minutes.
- Type and track funding documents, correspondence, reports, and tabular data from drafts provided by professional personnel and edit for spelling, punctuation and grammar. Ensure formats are in compliance with the Department of the Navy and ONR procedures. Understand and follow administrative protocols followed by clerical and secretarial staff within the workgroup. Draft routine funding documents or one to two page letters in standard formats within sixty minutes.
- Greet visitors, communicate messages, and answer telephones, use judgment for routing calls. Take and forward accurate and complete messages. Distribute incoming mail, faxes and emails. Mail, fax or email outgoing correspondence and funding documents.
- Coordinate and monitor meetings, appointments, schedules and facilities as requested. Provide direct support for presentations, conferences, events and other meetings as requested. Duplicate, collate and assemble material in proper order. Provide and maintain duplicates as required.
- Handle and track in-coming and out-going checks, ensuring management control policies and procedures are followed.
- Maintain and administer office operating supplies.
- Function as timekeeper. Prepare, collect and maintain time and attendance records including requests for leave, overtime and compensatory time. Perform entry data clerk functions, collect required approvals, and input time for the preceding two-week period into the official timekeeping system before system closes at 11:00am on the following Monday.

#### **2.4 Technical Requirements for Administrative Assistant**

The administrative assistant will be required to perform document scanning and electronic archiving. This is a part-time position and should be proposed during the base and options periods. The Administrative Assistant will be included in the order as an option during the Option periods.

#### **2.5 Reports Data and Other Deliverables**

A Monthly Management Report shall be provided by the 10<sup>th</sup> day of each month that summarizes for the preceding month:

- Accomplishments achieved including delivery of routine and requested reports
- Number and cost of hours charged by each individual performing on the contract

### 3.0 **PERSONNEL REQUIREMENTS**

#### 3.1 **Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel, PowerPoint and Outlook email. Personnel must be familiar with conceptual database functionality so they can input data, execute queries, and generate reports with minimal instruction on various specific databases and database programs.<sup>3</sup>

3.1.2 *Financial Technician or Equivalent:* The candidate must have a high school diploma or equivalent and three years of progressive and relevant experience in general office management. The candidate should maintain a positive and professional demeanor at all times and have excellent skills in customer service techniques and proper telephone and email etiquette. The candidate should have excellent organization skills and the ability to effectively manage multiple complex tasks with a high degree of flexibility, work within a group of individuals to create a productive high performing team, and be able to communicate well orally and in writing.

3.1.3 *Administrative Assistant or Equivalent:* The candidate must have a high school diploma or equivalent. The candidate should maintain a positive and professional demeanor at all times and have excellent skills in customer service techniques. The candidate should have excellent organization skills.

#### 3.2 **Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12 month base period and four 12-month option periods have been defined. Within each of the four 12-month Option Periods, there will be 6 month option. (Total potential period of performance, with options, is sixty (60) months).

3.2.2 **Base Period:** The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately 3.0 man-years at an average rate of approximately 460 hours per month for twelve months and approximately 1.0 man-year at an average rate of approximately 153 hours per month for six months. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

<b>Labor Category</b>	<b>Hours Per Year</b>
3 Financial Technicians for Code 82	5,520 hours
Administrative Assistant for Code 81	920 hours
Total:	6,440 hours

NOTE: 1,840 hours is equivalent to one (1) man-year.

3.2.3 **Options I through IV:** The level of effort anticipated for the Financial Technicians are approximately 3.0 man-years at an average rate of approximately 460 hours per month for twelve months. The level of effort anticipated for the Administrative Assistant is approximately .5 man-years at an average rate of approximately 153 hours per month for six months. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year (Per Option)
3 Financial Technicians for Code 82	5,520 hours
1 Administrative Assistant	920 hours
Total:	6,440 hours

*NOTE: 1,840 hours is equivalent to one (1) man-year.*

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.5 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

#### 4.0 **Order Details**

4.1 **Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 **Period of Performance:** Base period of 12 months from time of award with 4 one-year options; for a total of 60 months.

4.3 **Other Direct Costs (ODCs):** ODCs (including supplies, travel, etc.) will not be required to support this contract.

4.4 **Place of Performance:** Work will normally be performed on-site at the Office of Naval Research, 875 N. Randolph Street, Arlington VA 22203.

4.5 **Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 **Facilities, Supplies and Services:** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer

resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.7 Security Requirements:**

(a) **Clearance Requirements.** No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

(b) **Privacy Act.** All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) **Nondisclosure Agreement.** In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

**4.8 Organizational Conflict of Interest**

**4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract.

Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by ONR research programs.

### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

**(a) Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

**(b) Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also

include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement:** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00 PM EST on 2 MAY 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 EVALUATION INFORMATION**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

### Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 1 June 2006.

**7.0 SUBMISSION OF QUESTIONS:**

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 SOLICITATION AMENDMENTS:**

Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 POINT OF CONTACT:**

The Primary Point of Contact for this solicitation is Ms. Toni Cristinzio, Contract Specialist/Contracting Officer, E-mail: [cristit@onr.navy.mil](mailto:cristit@onr.navy.mil), telephone (703) 696-8448.

The Secondary Point of Contact for this solicitation is Ms. Vera M. Carroll, Branch Head/Contracting Officer, E-mail [carrolv@onr.navy.mil](mailto:carrolv@onr.navy.mil), telephone (703) 696-2610.



**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files